

Forum

The Monthly Publication of **NAUG: The National AppleWorks Users Group**

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FROM THE EDITOR

HOW WE PRODUCE THE FORUM

Cathleen Merritt, Editor

Judging from your questions, a number of **NAUG** members use **AppleWorks** to produce newsletters for their businesses, social organizations, schools and religious groups. I thought you might be interested in how we produce each issue of the **Forum**.

Articles come to the **Forum** in four ways:

1. Typed copies of articles.
2. **AppleWorks** files on an **AppleWorks** data disk.
3. ASCII files through the **NAUG** bulletin board or through **Compuserve**.
4. ASCII files through direct modem transfer to my computer.

The hard copies of manuscripts are typed into **AppleWorks**. The ASCII files received through the bulletin board, **Compuserve** or through direct modem transfer are read into the word processor and saved as **AppleWorks** files. Then all articles for an issue are transferred into a single **AppleWorks** disk. The files are edited and checked for spelling using the **Sensible Speller** program (with the dictionary loaded onto a RAM disk...that process will be described in next month's **Forum**). Starting next month, we will also run the articles through **Sensible Grammar** to see if that improves the quality of our work. Copies of the disk containing all the files are distributed to one or more members of the Editorial Review Board for reactions and suggestions.

If a reviewer revises an article, he/she changes the file name by inserting the letter "A" before the original name. That makes it easy for me to find revised articles and also preserves the original article on the disk. Within the file, the reviewer prefixes all changes with the symbol "@". In that way I can search through the article using the **AppleWorks** "Find" command (**Apple-F**), locate the change quickly, and decide whether or not to include that revision.

Preparing the Articles for Layout

Layout of the **Forum** is done on the **Apple II**'s "cousin", the **Macintosh**, so the files must be transferred to **Macintosh** disks. That process starts with "printing" the **AppleWorks** files as ASCII files onto a separate disk using the "Text (ASCII) file" option on the **AppleWorks** Print Menu.

The ASCII files are transferred to a **Macintosh** data disk using the **MacTransfer** program. The directions for connecting the two computers come with **MacTransfer**; you need two modem cables plus an inexpensive device called a "null modem". I transfer the files at 9600 baud, following the excellent prompts provided by **MacTransfer**. It takes about an hour to transfer the files for a complete

issue. (Since layout of the **Forum** is not done at the **NAUG** office, we are working towards transferring the files directly to the **Macintosh** at the layout specialist's office using 2400 baud modems.)

Now it's time for a layout specialist to take those text files and put them together into an issue of the newsletter. This is when Don Shall does his **MacMagic**.

Using **PageMaker** on his **Macintosh Plus**, Don reads in our ASCII files and prepares the issue. It's not just a matter of slapping the text into columns. Don has the unusual combination of artistic, technical and literary skills necessary to turn a long series of articles into a publication that is readable and appealing. Don designs the layout; selects appropriate type faces, sizes, and styles; makes editorial improvements and produces initial and final drafts of the issue which he prints on the **Apple LaserWriter**. It's difficult to imagine how much goes into the layout of something as "simple" as a text-based newsletter. Having the **Mac** and **PageMaker** isn't enough; you need the artist's touch and typographer's eye to make the newsletter attractive and readable. (If you're looking for the best, Don is in the **Ann Arbor** telephone book.)

The final step is printing; we use a commercial printer for that operation. If you've been with us since the beginning, you may have noticed the inconsistency in the paper and print for the four issues produced to date. Obviously, we're still working on improving this part of the production process.

Putting together an issue is a lot of fun...but it is a time consuming task...even with all the advantages of the **Apple** technology.

OOPS!

PROBLEMS WITH ISSUE N° 3

NAUG had some problems with the quality of the printing and the collating of Issue N° 3 of the **Forum**. After talking with some members, we believe that between 10%-20% of the issues mailed to members were missing pages. If you received a defective issue, please write to us describing the nature of the problem...we'll immediately send you a new copy. Please write instead of calling. We need your letter to seek reimbursement from the printer.

Forum

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Design & Laser ImageSetting: Don Shall, The PaperWorks

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LETTERS

HOW TO GET THE DATA BASE TO COUNT

Dear Cathy,

I use the AppleWorks data base to help keep track of my stock of items in a furniture store. When I print a report, I like to get a total of the number of items included in the report. But I don't see any AppleWorks report function called "count". How can I get AppleWorks to print the number of items included in each report.

Sandra Marsh
Pleasant Valley, North Carolina

[Sandra, you're correct that AppleWorks doesn't have a built in capability to produce a count of the number of items included in each page of a report. But you can easily simulate that feature. Use Apple-N to add a category called "Count". Display the records in multiple record layout and use the Apple-L command to get the Count category on the multiple record screen and insert the number "1" in the Count category for the first record. Then hold down the Apple key and the "ditto mark" key to copy the number "1" into the remaining records. Finally, define your report format so it prints a total of the Count category. That will print the total number of records on each page.]

LASER 128 AND CITIZEN PRINTER PROBLEM

Dear Editor:

I have a problem using my printer with AppleWorks; hope you can solve it.

I'm running AppleWorks on a new Laser 128 (which emulates an Apple IIc) hooked to a Citizen 120D parallel printer that emulates an Epson FX series printer. (The Laser has both parallel and serial ports.) When I print an AppleWorks document at 10 cpi, the document prints fine. When I try to print that same document at 12 cpi, the last 6 characters are dropped and carried to the left margin on the line. If I print at 17 cpi the line prints about six inches wide and then carries onto the following line. Is the problem with my Laser computer, Citizen printer, or with AppleWorks?

Ruben Wish
Paradise, Pennsylvania

[Ruben, there is nothing wrong with your computer, printer or AppleWorks. This sounds like an interface card problem. Apparently the Laser interface card is not setting itself for different character sizes in response to the AppleWorks default Control-I 80N setting. Set the interface card settings to

"NONE" and see if that works. If you have any problems setting the interface card settings, follow the directions in the "Printer Primer" article in the September issue of the Forum.]

MORE APPLEWORKS BOOKS

Dear Cathleen,

A number of us here at Apple Computer enjoy reading the **Forum**; it's full of useful tips and techniques...keep up the good work.

Here are some additional books to add to the list of publications that appeared in your September **Forum**:

Campbell, Mary and Campbell, David. "Extending AppleWorks: Advanced Features and Techniques." Osborne McGraw-Hill, 1986.

Lien Ho, May. "AppleWorks for School Librarians." Hi Willow Research and Publishing (the only address given is "Fayetteville, AR.")

Pitter, Keiko. "Using AppleWorks." Mitchell Publishing Company (915 River Street, Santa Cruz, CA 95060).

Rathje, Linda. "AppleWorks for Educators: A Beginner's Workbook." Weber Systems, Inc. (Eugene, OR).

Williams, Robert. "The Manual: AppleWorks." Management Information Source, Inc. (3543 NE Broadway, Portland, OR).

Williams, Robert. "The Power of AppleWorks." Management Information Source, Inc.

Daniel Paul
Apple Computer, Inc.

USING A MICROTEK PARALLEL PRINTER INTERFACE CARD

Dear Cathleen,

Thanks for your article on interface card problems in the September Printer Primer column. Any **NAUG** members with a Microtek parallel interface card might appreciate this advice provided by Microtek. They suggested that I set the interface card setting to Control-I 255 N.

The technical support person at Microtek explained that the interface card counts characters. The number of characters "allowed" on a line is set by the Control-I command. You should set the interface card setting to a number that is higher than the number of characters on a printed line (e.g., to 255). AppleWorks will send out the RETURN at the appropriate point before the interface card has a chance to mess up the printout. It works.

Marjorie Good
Ypsilanti, Michigan

SPREADSHEET TIPS

GRAPHS AND APPLEWORKS

by Robert Netro

Recent articles in the August issue of the "AppleWorks Exclusive Reference" (AER) (Q-Mar Group) and in the October issue of "inCider" describe how to generate bar graphs using the AppleWorks spreadsheet module. The inCider article by Goodrum and Robbins takes you step-by-step through the development of a bar graph. The AER article presumes you know more about the spreadsheet functions, skips the step-by-step procedures for developing a graph, but shows you more features and advanced applications of the graphing ideas.

When you're done preparing your graphs on the spreadsheet, you might want to print those graphs to the clipboard and bring them into the word processor instead of printing them directly from the spreadsheet. Here are some things you can do if you move the graph into the word processor:

1. You can use the word processor formatting options. For example, you can print the titles and borders of the graph in bold face; you can underline; you can even insert "Pause Here" commands to allow you to change printer ribbons to produce graphs with red titles at the top and bottom of the graph and a black "body".
2. You can merge your graphs into text documents. For example, you can place a graph right into this article. [Ed: That's how we insert spreadsheets into articles.]
3. You can replace the #'s with more appropriate characters. For example, you can change the #'s to X's or to numbers if you prefer.
4. You can edit text anywhere on the graph.

When you first transport your spreadsheet graph into the word processor, your graph will sometimes get "scrambled" on the word processor screen. This is caused by the word processor defaults of 10 characters per inch and 1 inch left and right margins. Those defaults allow you to display only 60 characters on a line. If your graph is more than 60 characters wide, the word processing module will "wrap" each line and scramble the results on the screen. If you set the characters per inch at 17 at the beginning of the word processor file, your graphs should become legible on the screen...as long as the graph is not more than 77 characters wide.

The AppleWorks screen wraps after you display 77 characters on a line. If the spreadsheet graph you printed to the clipboard is more than 77 characters per line, you will not be able to avoid the line wrapping. So keep your graphs below that 77 character figure if you plan to move them to the word processor.

[Ed: If you'd like the **Forum** to include an article on how to produce bar graphs with the AppleWorks spreadsheet module, let me know. But AppleWorks users seriously interested in producing graphs should probably purchase "GraphWorks" (version 1.2 is current) from PBI Software. GraphWorks reads AppleWorks spreadsheet files and converts the data to bar or line graphs or pie charts. GraphWorks displays the graph on the screen and has a full-screen text editor to allow you to alter text on the display. Of course you can print your graphs on one of a number of dot matrix printers (sorry, no plotters are supported). However, GraphWorks is not a full-function business graphics package. Professional users of business graphics programs should look at the graphics module available in the SuperCalc-3a package or the Visualizer program described below. (GraphWorks costs approximately \$45 from mail order discount dealers.)

I recently saw a brief demonstration of a dramatically enhanced version of GraphWorks called Visualizer (also from PBI Software). Visualizer only runs on the new Apple IIs, and the program is impressive. It reads AppleWorks files, uses a mouse and windows to let you reformat your graphs, has a full-screen text editor, allows multiple graphs to be displayed on the screen, and produces high resolution screen output (I never saw printed or plotted output). If you do a lot of business graphics, you might wait for Visualizer to mature and try the product on the IIs.]

[Robert Netro is President of MIH Associates in North Canton, Ohio. He is a frequent contributor to "AppleWorks: Exclusive Reference" and "IAC Express". Bob's primary interests are system design, operational templates and organizational efficiency.]

NOTES FROM APPLELINK

Information from Apple Computer

by Cathleen Merritt, Editor

[Authorized Apple dealers have access to technical support information from Apple Computer through an on-line system called "AppleLink". The NAUG Forum publishes items of interest to AppleWorks users that appear on the AppleLink system. See your Apple dealer for more information about items discussed in this column. (We appreciate the assistance of The Learning Center, a full-service Apple dealer in Ann Arbor, Michigan in helping us publish this column.)]

APPLEWORKS AND THE APPLE DAISY WHEEL PRINTER

If you use AppleWorks with an Apple Daisy Wheel Printer you might be interested in two AppleLink items. An item dated March 4, 1985 indicates that you cannot take advantage of the bi-directional printing capability of the Apple Daisy Wheel Printer when you print AppleWorks files. Apple reports that bi-directional printing works when you print a screen with Apple-H but not when you print a file with Apple-P. If any NAUG members have found a way to get bi-directional printing of AppleWorks files on the Apple Daisy Wheel printer, send us your printer and communication card switch settings and a

description of how you configured AppleWorks. We'll pass your information on to other NAUG members and Apple.

A second AppleLink item dated July 9, 1985 suggests that AppleWorks users set DIP switch number one on the front of the Apple Daisy Wheel Printer as follows: 1=on, 2=off, 3=off, 4=off, 5=off, 6=on, 7=off, 8=off.

APPLEWORKS AND THE QUME SPRINT 11 PRINTERS

The March 4, 1985 AppleLink item mentioned above also applies to owners of Qume Sprint 11 printers and some printers that emulate the Sprint 11. Apple reports that AppleWorks does not support bi-directional printing of AppleWorks files using the Apple-P command on these printers. Once again, if you are getting bi-directional printing using the Sprint 11 or a Sprint 11 compatible, please tell us your switch settings and the way you configured AppleWorks so we can pass that information on to other users.

APPLEWORKS AND THE LASERWRITER

AppleWorks users interested in connecting their Apple IIe to an Apple LaserWriter should get a copy of the AppleLink item updated on June 6, 1985 entitled "AppleWorks IIe: LaserWriter Interface". This item describes the parts required to connect the IIe to a LaserWriter [basically a Super Serial Interface Card and an Imagewriter Accessory Kit for the IIe (which is little more than an RS-232 cable)] and how to configure the card and AppleWorks to drive the LaserWriter.

The AppleLink item suggests you configure AppleWorks to treat the LaserWriter as a custom printer with the following settings:

- | | |
|---------------------------------------|----------------|
| 1. Needs line feeds after each Return | No |
| 2. Accepts top of page commands | Yes |
| 3. Stop at end of each page | No |
| 4. Platen width | 8.0 inches |
| 5. Interface cards | Control-I 255N |
| 6. Printer codes | Yes |

Use the LaserWriter printer codes for Diablo emulation that are in the LaserWriter manual. Apple reports that if you specify no printer codes, the typeface will default to Courier standard, 12 characters per inch, single spaced.

Apple also reports that if you use a LaserWriter and issue an Apple-H command to print the screen, you will have to print something using the Apple-P command before Apple-H will work again. This is because the Apple-H command does not issue the form feed the LaserWriter needs to clear its Diablo emulation settings.

We've received quite a few inquiries from NAUG members interested in using AppleWorks with a LaserWriter. We'd appreciate articles and notes from NAUG members who are using AppleWorks with the LaserWriter.

PRINTER PRIMER

PRINTING AN ENTIRE DOCUMENT IN BOLDFACE: PART I

by Warren Williams

Most dot matrix printers offer different type faces, character sizes and print qualities. The default print quality is usually "draft mode". The printer works fastest in draft mode and the output is generally legible, but it's obvious that the printing consists of little dots. Such printouts are acceptable for some applications (e.g., to look at a draft of a letter or a listing of a program you wrote) but are unacceptable for many applications, such as writing important letters, typing a report, or producing "ditto" masters for use in classrooms (if you use an enhanced printing mode you can put a blank "ditto" master in your printer and print directly on the stencil).

These different print qualities are sometimes called "double strike", "enhanced mode", "boldface", or "near letter quality" print modes, and your printer might offer more than one of these features. Once you learn how to configure AppleWorks to invoke one of these features you'll be able to access any of the available print modes supported by your printer.

In this article I'll describe how to use the BASIC language to get documents to print in the enhanced modes available from your dot matrix printer. Next month I will describe how to modify AppleWorks so it will print complete documents in an enhanced mode.

Why Not Turn Boldface On Using AppleWorks?

AppleWorks offers boldface print as a printer option; you can start and stop boldface print from either the print options menu or by typing a Control-B to start and/or stop printing in boldface. [Ed: Did you know you can turn boldface on and off with Control-B and underline on and off with Control-L? That's a lot easier than returning to the Options Menu (Apple-O) and invoking those features.] So you might reasonably ask why it takes any special work to print an entire document in boldface. Why not turn on boldface at the beginning of the document and not turn it off until the end of the document? Won't the entire document print in boldface?

If you turn boldface on at the beginning of a document and don't turn it off, AppleWorks will print the first line in boldface and then revert to single strike printing for the remainder of the document. That is because AppleWorks sends out the codes for boldface end, underline end, superscript end and subscript end at the beginning of each new line it prints. So we have to take special steps to get an entire document printed in boldface or any other enhanced print mode supported by our printer.

(PRINTER PRIMER, Continues on Page 6)

Can You Switch On Enhanced Mode?

Before reading further, you might want to check if your printer offers switch-selectable print modes. Some printers allow you to press switches on the printer to select different print qualities. For example, the Imagewriter II and Epson FX85 printers have buttons on the machine that allow you to select draft or near letter quality print settings. The function of these buttons is not clearly marked and many AppleWorks users don't know they can get enhanced print modes from their printers by pressing a switch or two on the console. Of course your printer manual is the source of information about switch-selectable printing modes. [Ed: Some older Epson printers can be upgraded to offer switch-selectable printing modes. Contact a local Epson dealer for more information.]

If your printer doesn't offer switch-selectable print modes, you will have to control the print quality by sending "signals" to invoke different modes. Here is a brief digression that explains these "signals".

ASCII Codes

The Apple computer is capable of producing many different codes (called "ASCII" codes--pronounced "ask-key"). When you type any key on the Apple keyboard you are entering an ASCII code into your computer. Most of those codes represent letters, numbers, punctuation marks or symbols that can be displayed on the screen. But many of the codes do not represent characters; they are non-printable codes. Your printer looks for these non-printable codes; if it receives certain codes, it switches into different printing modes.

Unfortunately, there is no industry standard of which codes sent by your computer invoke different features from your printer; each manufacturer uses different codes to invoke printer features. Your printer manual contains a chart listing the different control codes recognized by your printer.

If you read the previous articles in the Printer Primer series, you know that manufacturers can describe the codes that control the printer in three different ways: in the keystrokes necessary to produce the codes recognized by the printer, in hexadecimal numbers, or in decimal numbers. One manual might tell you to press the ESCAPE key to invoke a feature, another manual might say that the code is a decimal 27 (the decimal equivalent of the ASCII value generated when you press the ESCAPE key), and a third manual might say the code is a hexadecimal \$1B (the dollar sign indicates this is a hexadecimal number and the 1B is the hexadecimal equivalent of the code generated when you press the ESCAPE key).

You will need to know the codes that invoke "boldface", "enhanced mode", "near letter quality mode" or whatever printer mode is available from your printer. Look them up in the printer manual and write them down. If your manual gives both decimal and keystroke codes, write both of those down. If your manual gives hexadecimal codes, use

an ASCII conversion table (available in most BASIC programming books) to determine the keystroke and decimal values of the hexadecimal codes.

There are many different ways to send these codes to your printer. I'll describe one method this month and a second method in next month's **Forum**.

Method One: Through BASIC

One way to send the codes to your printer is by using the Apple's built-in BASIC language. Even within BASIC there are different ways to send the printer the necessary codes...I'll describe just one method. For this method you will need the decimal codes to put your printer in enhanced mode. In this example I will assume that your printer requires two codes to switch into an enhanced print mode; an ESCAPE (decimal value of 27) followed by a Control-O (decimal value of 15).

1. Boot up your Apple without a disk in the drive. Hold down the Control key, then press and release the RESET button to stop the disk drive.
2. Turn on power to your printer, make certain it is correctly connected to the computer and it is "on line".
3. Type PR#1 and press the RETURN key. (This tells the Apple to send everything you type to the printer instead of the screen. Everything you type from this point on will not appear on your screen...so type carefully).
4. Type PRINT CHR\$(27) CHR\$(15) and press the RETURN key. (Of course you would substitute the decimal numbers required by your printer for the numbers 27 and 15.)

From now on do not turn off the power to your printer (that will reset your printer to "standard mode"). From this point on, everything you print will be in enhanced mode until you turn your printer off and back on.

5. Boot up AppleWorks by inserting the Startup disk, holding down the Control and Open Apple keys and pressing and releasing the RESET key.

Do not use the command for boldface begin or boldface end within any AppleWorks document you print. Your printer is already in boldface; if you issue the command for boldface begin within AppleWorks, the program will automatically transmit a boldface end command at the beginning of the next line and you will "un-do" the printer settings.

If you're familiar with BASIC you can store these two lines as a "Hello" file on a DOS 3.3 disk. If you boot your Apple with that disk you will automatically set your printer to produce boldface.

That's one way to "fool" AppleWorks into printing entire documents in boldface or some other enhanced print mode. Next month I will describe how to modify AppleWorks so you can use enhanced modes without entering BASIC commands.

RAM DISKS

HOW TO STORE FILES ON A RAM DISK

by Warren Williams

[Ed: This is the second of three articles designed to help owners of memory expansion cards use their extra memory as RAM disks. Last month's article described how to configure your memory expansion card as a RAM disk. This month's article describes how to use a copying program to store programs and data files on the RAM disk. Next month Dr. Williams will describe how to use the RAM disk to dramatically speed up a spelling checking program.]

If you read the first article in this series, you know how to configure your extended memory card so it can serve as a RAM disk. Now you will want to load programs and/or data onto the "disk" to take advantage of its size and speed.

You will need a FILE copy program that is capable of transferring files to your RAM disk. I will describe how to use the file copying capabilities of Copy II+ for this purpose because Copy II+ works well, is popular, is easy to use and recognizes your RAM disk. As mentioned last month, the Apple IIe System Utilities and the "Filer" program on the ProDOS User's Disk will also work to transfer files to the RAM disk. The Apple IIc System Utilities and Locksmith will not work. Also note that you must use the FILE copy provisions of your copying program; you cannot use DISK copying techniques to transfer files to a RAM disk.

Since you must copy your programs by file, copy protected programs cannot be copied to your RAM disk. Therefore, you can only run programs from your RAM disk that you can transfer to another disk with a standard file copy program. For example, my version of "Sensible Speller" is copy protected and cannot be transferred to a RAM disk. However, the unprotected Sensible Speller Dictionary (a data file) can easily be transferred to your phantom disk drive.

Remember that during this entire operation you cannot reboot or reset your Apple without losing the RAM disk configuration. Do not turn your Apple off or reset the machine with a Control-Reset or a Control-Open Apple-Reset.

I will assume that you already ran the program that configures your memory expansion card as a RAM disk. That program is supplied by the manufacturer of the memory card. The process of using the program was described in last month's issue of the *Forum*.

Booting COPY II+

If my experience serves as an example, most users of Copy II+ start the program by inserting the program disk in Drive 1 and rebooting the Apple. Since we can no longer reboot our Apple (we would lose our RAM disk setup) we must find another way to start the program.

I'll describe two ways to start Copy II+ without rebooting the computer. The first is a generic method that works within ProDOS. You can use the second method if you are in

BASIC or if you have a Checkmate Technologies memory expansion card.

Starting COPY II+ from ProDOS

Use this method if you have the prompt "ENTER PREFIX (PRESS "RETURN" TO ACCEPT)" on your screen.

1. Insert the Copy II+ disk in Drive 1.
2. Enter /COPYIIPLUS and press RETURN.
3. The message "ENTER PATHNAME OF NEXT APPLICATION" will appear on the screen. Enter UTIL.SYSTEM and press RETURN.

Copy II+ will load from the disk and the Copy II+ date prompt will appear. Now skip to the section of this article entitled "Using Copy II+ to Transfer Files".

Starting COPY II+ from BASIC or with a Checkmate Technologies Card

If you do not have a Checkmate Technologies card and are in BASIC, start at step #3.

1. If you have a Checkmate Technologies card, configure the card as a RAM disk. The Utilities Main Menu should be on your screen.
2. Select #6 ("Exit to BASIC") from the Main Menu.
3. Insert the Copy II+ program disk in Drive 1.
4. Type -UTIL.SYSTEM and press RETURN. (That's a hyphen followed by UTIL.SYSTEM.)

Copy II+ should now load from the disk and you are ready to use the program to transfer files to the RAM disk.

Using COPY II+ to Transfer Files

1. The Copy II+ date prompt should be on your screen. Press the ESCAPE key to skip the date entry screen.
2. Press RETURN to select "Copy" from the Copy II+ Main Menu.
3. Press the down arrow key to select "Files" from the Select Options Menu.
4. Insert the disk containing the files you want to copy (the "Source" disk) into Drive 2 and select "Slot 6 Drive 2" from the Select Source Device Menu. Press RETURN.
5. Copy II+ now needs the destination for the files you are copying. Select "Slot 3 Drive 1" from the Select Target Device Menu if you have a Checkmate Technologies card. If you have a card from another manufacturer, check the documentation to determine the slot and drive number for your RAM disk. Press the RETURN key.
6. Use the arrow keys to move the highlight to one of the files you want to copy to the RAM disk and press the RETURN key. Continue this process until all the files you want to transfer are "marked" with a number in front of the file name.

If you are transferring program files, make certain you also transfer ProDOS, the necessary system files, and any data files required by the program. To run BASIC programs you must also transfer the file named BASIC.SYSTEM to the RAM disk.

(RAM DISKS, Continues on Page 8)

7. Press the letter "G". Your files will now be copied onto the RAM disk.
 8. Highlight "Quit" on the Copy II+ Main Menu and press RETURN.
 9. Press the letter "Q" to confirm you want to quit Copy II+.
- You have transferred one or more files onto the RAM disk.

How To Run Programs Stored on the RAM Disk

If you frequently use disk intensive programs that are not copy protected, you will want to run those programs and the associated system and data files from the RAM disk. These directions might help:

1. After you quit Copy II+, your screen should show the cryptic ProDOS prompt "ENTER PREFIX (PRESS "RETURN" TO ACCEPT)" followed by the name of the disk from which you copied your file(s). If you want to run a program from your RAM disk, enter a slash followed by the name assigned to your RAM disk during the disk configuration process. (Checkmate Technologies always names the RAM disk MRAM. Check your memory expansion card manual for information about the name assigned to your RAM disk.) If you have a Checkmate Technologies card, type "/MRAM" and press RETURN.
2. Your screen should now display the message "ENTER PATHNAME OF NEXT APPLICATION".

If you are running a BASIC program, enter "BASIC.SYSTEM" and press RETURN. If you copied the BASIC.SYSTEM file from your disk, you will now be in BASIC and can run any programs. Once you are in BASIC you can address your RAM disk by slot and drive number.

If you want to run a program that is not in BASIC, enter the name of the SYSTEM file that starts that program. If you don't know the name of that file, use Copy II+ to help you find the name of the system files on the RAM disk. You can restart Copy II+ by placing the program disk in Drive 1 and following the directions for running Copy II+ that appear earlier in this article.

How to Start AppleWorks

If you want to run AppleWorks without disturbing the contents of your RAM disk, do the following:

1. Insert the AppleWorks startup disk in Drive 1.
2. Type /APPLEWORKS in response to the "ENTER PREFIX (PRESS "RETURN" TO ACCEPT)" prompt. Press the RETURN key.
3. Type APLWORKS.SYSTEM in response to the "ENTER PATHNAME OF NEXT APPLICATION" prompt. (APLWORKS.SYSTEM is the correct spelling; just one "P" and no "E".)

You can now proceed with AppleWorks as if you had a third disk drive. The purpose for using this configuration will be more obvious after next month's article on how to use your RAM disk to improve the performance of a spelling checking program.

WHAT APPLEWORKS USERS SHOULD KNOW ABOUT ProDOS PATHNAMES

by Warren Williams

One of the first operations you do when using AppleWorks is also one of the most confusing...you format a blank disk. During that process, you "name" the disk. Welcome to ProDOS; a world of "named" disks and "pathnames".

Most of the time, AppleWorks protects us from needing to know about ProDOS. For example, AppleWorks assumes that the disk we put into drive two is an AppleWorks data disk. It even beeps if we enter an illegal disk or pathname - but it doesn't tell us how to correct our errors.

There are times when AppleWorks users need to know something about ProDOS; particularly when we transfer files between the data base and spreadsheet or from the word processor to the data base or spreadsheet. AppleWorks users also must know something about pathnames to create and store ASCII files to use in electronic communications.

What is a Pathname?

"Pathname" is an appropriate term: it is the "path" ProDOS will follow when storing or retrieving information from a disk. A pathname starts with a slash and is followed by a disk name (that is the name you assigned the disk when you formatted the disk). So, if you want to print an ASCII file to a disk called "DATA", the pathname would start with /DATA.

The next entry in the pathname depends on whether you've established directories and subdirectories on your disks. What are directories and subdirectories?

Think of a directory as a catalog of files on your disk. When you ask to see the catalog, AppleWorks shows you a list of the files; it shows you the directory. But hard disk and Unidisk owners often store dozens, perhaps hundreds of files on a disk; they don't want to scroll through dozens of file names looking for a particular document. So ProDOS (and most modern disk operating systems) allows them to set up subdirectories. A subdirectory is a sub-index; a smaller list of a portion of the files on the disk.

How Does a Hard Disk User Use Sub-Directories?

Subdirectories exist primarily to help hard disk users locate files they stored. For example, a hard disk user might set up a subdirectory of AppleWorks files containing business correspondence, a separate subdirectory of files containing personal correspondence, one of documents related to a business plan, a subdirectory of utility programs stored on the disk, and so forth. By using subdirectories, these files can be stored on the same hard disk system but located easily when they need to be retrieved.

ProDOS even allows you to set up subdirectories within your subdirectories. For example, if you create your electronic mail using AppleWorks, you can set up a subdirectory that contains the electronic versions of all your correspondence. Let's say you call this subdirectory "ELECTRON.MAIL". But you probably want to store two versions of these documents, the original AppleWorks document and the ASCII conversion of those documents that you can transmit to other sources. So you can set up a sub-subdirectory called "AW.FILES" and a sub-subdirectory called "ASCII.FILES". If you create a new AppleWorks letter called "BONUS", you would save the original under the pathname "/DATA/ELECTRON.MAIL/AWFILES/BONUS" and would save the ASCII version of that file under the pathname "/DATA/ELECTRON.MAIL/ASCII.FILES/BONUS".

Note the rules followed here:

1. The pathname consists of a slash, the disk name, the directory name (if any), the subdirectory name (if any), the sub-subdirectory names (if any) followed by the file name. A slash separates each entry.
2. Pathnames cannot contain blanks or punctuation marks other than a period. (AppleWorks allows blanks within a file name...but if you look at the ProDOS file stored by AppleWorks, you'll find that the program inserts periods in place of the blanks you entered.)
3. Pathnames can contain numbers but they must start with a letter.

What About Floppy Disk Users?

Most of us are floppy disk users, so we will only have a file name in our pathname. While ProDOS allows us to set up directories and subdirectories on floppy disks, they don't make much sense since the storage capacity of a floppy disk is so limited. Therefore, pathnames consist of two elements for floppy disk users; the disk name followed by the file name. Our typical pathname looks like this: "/disk name/filename". (Of course you should substitute different names for the words "diskname" and "filename".)

RAM Disks and Pathnames

If you have a memory expansion card in your Apple, the manufacturer of your expansion card should supply software to let you configure all or part of that memory as a RAM disk. A RAM disk is a portion of memory that simulates a disk drive. A RAM disk allows you to store files you would normally store on a hard or floppy disk in a portion of RAM. The advantage of a RAM disk is the speed with which it operates; often more than forty times faster than a floppy disk. *[Ed: We started publishing a series of three articles on using RAM disk with AppleWorks in last month's Forum.]*

The software that partitions your memory expansion card into a RAM disk assigns a disk name to the RAM disk. For

example, the RAM disk software that accompanies the Checkmate Technologies memory expansion cards assigns the name "/MRAM" to the RAM disk. After running the RAM disk software, you can address this memory by specifying a pathname starting with /MRAM. For example, you can transfer the Sensible Speller dictionary to the RAM disk and then specify the pathname to the dictionary as /MRAM/RANDOM.HOUSE.1.

Suggestions for Disk Names

Here are some suggestions to help you manage your ProDOS disks:

1. Don't name your data disk APPLEWORKS. That's the name assigned to the disk containing the AppleWorks program. If you assign the name APPLEWORKS to the data disk, AppleWorks will stop running and will tell you to "Insert AppleWorks program disk in Drive 1" even when the AppleWorks program disk already is in drive 1. And no matter what you do, AppleWorks will not recognize that the program disk is in the drive. So...don't name a data disk APPLEWORKS. *[Ed: Judging from our calls and letters, this is a recurring problem for new AppleWorks users. DO NOT NAME YOUR DATA DISK "APPLEWORKS"!]*
2. Don't put blanks in your disk name. If you want two words in your disk name, put a period between them. For example, DATA.DISK is a legal disk name, but DATA DISK is not legal.
3. If you are using floppy disks and do not plan to use the disk cataloging system provided with the AutoWorks program, consider giving all your disks the same electronic name. (I call all my disks "DATA"). You will still paste labels on each disk telling you what is on the disk...why have to also keep track of their separate electronic names? However, if you plan to use a disk cataloging system like the one available with the AutoWorks program, you should develop a meaningful and easily remembered naming convention for your disks. *[Ed: Cataloging your disks with AutoWorks makes it easy to keep track of your burgeoning collection of AppleWorks disks. We will publish more about AutoWorks in a future issue of the Forum.]* If you are fortunate enough to have a hard disk system, you can't paste those labels on each set of files...you are dependent on the electronic naming convention.

You don't have to know a lot about the feeding habits of fish to catch a bass...but it helps. You don't have to know about ProDOS to use AppleWorks...but that helps, too.

If you want to know more about pathnames and ProDOS, my favorite ProDOS book is "ProDOS Quick and Simple" by John Burdick and Peter Weiser, published by Scott, Foresman and Company.

[Dr. Warren Williams teaches courses in the Educational Technology program at Eastern Michigan University. He is a technical advisor to NAUG and a frequent contributor to the Forum.]

SPELLING CHECKERS

COMPARISON OF THREE APPLEWORKS SPELLING CHECKERS: PART 2

by Bert Greene

[Ed: This is the second in a series of three articles offering informal evaluations of different AppleWorks spelling checkers. Last month Dr. Greene described the MegaWorks spelling program. Next month Dr. Greene describes the Pinpoint spelling checking programs and makes recommendations about purchasing and using a spelling program.]

SENSIBLE SPELLER

Sensible Speller, from Sensible Software, is similar in design to the MegaWorks spelling checker that I reviewed last month. To use Sensible Speller you must leave AppleWorks, boot up Sensible Speller and check your file. Sensible Speller reads your document, checks its spelling, and displays unrecognized words in context. You can accept the spelling of the word, accept all occurrences of the word, correct the spelling of the word or all occurrences of the word, ask Sensible Speller to suggest the correct spelling of the word (this feature is not available in MegaWorks), add the word to the Sensible Speller dictionary, or quit the program. When the spelling check is complete, Sensible Speller stores the corrected version of your document on your data disk. You then must return to AppleWorks to print your document.

Like MegaWorks, Sensible Speller sells for approximately \$70 from mail order discount stores.

Advantages of Sensible Speller

1. Sensible Speller uses ProDOS, so if you have a memory expansion card you can load the dictionary into a RAM disk and speed up the program's operation. In addition, if you know a bit about ProDOS pathnames, you can run the program without rebooting your Apple.
2. Sensible Speller is much faster than MegaWorks, particularly using a memory expansion card as a RAM disk. Using a RAM disk, Sensible Speller took 2-1/2 minutes to check this article. (I timed from the moment I started the Sensible Speller program until the program displayed the first word for review. I did not include the time necessary to load the Sensible Speller dictionary into the RAM disk; I do that once in the morning and leave the power to my Apple turned on all day.) It took Sensible Speller only ten seconds to store the corrected file on my data disk.

Sensible Speller's speed is satisfactory even if you don't use a RAM disk. It took approximately 3-1/2 minutes for the program to check the spelling of this document when I used the Sensible Speller dictionary on a floppy disk.

By comparison, MegaWorks took nine minutes to boot up, read this document, and check the spelling and it took three more minutes to store the corrected file on the disk. The total time required for MegaWorks to check this document was about 11-1/2 minutes. Sensible Speller took less than three minutes if I used the RAM disk and less than four minutes if I used floppy disks.

3. Sensible Speller can suggest spellings for words it thinks are misspelled. The program uses an algorithm to guess the word you are trying to spell. The algorithm is modestly powerful. For example, Sensible Speller did not suggest the correct spelling of philosophy when I typed "filosofy". My informal assessment is that the program locates the correct word about two-thirds of the time when I use that feature of the program.

The spelling suggestion routine works quickly if you install the Sensible Speller dictionary on a RAM disk. (It should also work well on a hard disk system, although I did not test the program with that configuration.) But the process of suggesting words is unacceptably slow on a floppy disk system; I doubt you'll use this feature unless you have a RAM disk or hard disk on your Apple.

3. Sensible Speller can handle lengthy documents. The limitation is one of disk space. Sensible Speller writes temporary files on the data disk; you must have adequate space to store not only your document but the temporary files. For example, this article consumes about 16K on the AppleWorks desktop. Sensible Speller would not run properly unless I had an additional 33K available on my data disk.

Disadvantages of Sensible Speller

1. Like MegaWorks, you must leave AppleWorks to use Sensible Speller and return to AppleWorks to print. However, if you know a bit about ProDOS pathnames, you don't have to reboot the computer when you use Sensible Speller, so data stored in your RAM disk are preserved. (The AppleWorks program and AppleWorks files stored on your memory expansion card are not preserved, so you will have to load all the AppleWorks modules back into the card after completing the spelling check.)
2. As mentioned earlier, if you are working with a floppy disk system, you will probably find the program's "spelling suggestion" routine too slow to be acceptable; I expect you will not use that feature of the program. Otherwise, Sensible Speller runs well on a floppy disk Apple, even without a RAM disk.
3. Sensible Speller is not completely menu driven; you have to know a bit about pathnames to get the most out of the program. The Sensible Speller documentation is excellent, but my experience with students suggests that novices are initially confused by some aspects of operating the program. *[Ed: NAUG occasionally gets questions about how to solve Sensible Speller pathname problems; Dr. Greene's students are not the only ones who have difficulty with the program.]*

4. My version of the program hangs up once in a while when I try to use my second disk drive. However, it works reliably and doesn't require much disk swapping when I use only one disk drive. So plan on using a single disk drive and changing disks once in a while.

5. As mentioned earlier, Sensible Speller displays words it doesn't recognize in context; it shows the questionable word in the middle of three lines of text at the top of the screen. However, (1) the program strips off all punctuation from the displayed text, and (2) the program displays only 40 characters per line, not 80 characters per line. In some instances, the combination of no punctuation and the limitation of the 40 column display makes it difficult to determine the true context for the word in question.

6. It is not easy to add words to the Sensible Speller dictionary. While the menu choices allow you to select that option, Sensible Speller completely rebuilds its dictionary when you want to add a word. That process is time consuming and requires some disk swapping. It will discourage you from adding words to the dictionary. In addition, if you use a RAM disk to speed up Sensible Speller's operation, you will have to store your revised dictionary onto a floppy disk to preserve the changes to the dictionary.

7. You cannot leave your computer unattended during the spelling checking process. Sensible Speller first reads in your document and then asks you to specify the location of the dictionary. Often that operation only requires you to press the RETURN key, but you have to return to the computer to press that key before the spelling checking routine proceeds.

Overall Reaction To Sensible Speller

Once you're comfortable with the program and if you have a memory expansion card configured as a RAM disk, Sensible Speller works well. Unlike MegaWorks, Sensible Speller handles long documents, suggests spellings for words you don't know, and can take advantage of a RAM disk. However, like MegaWorks, Sensible Speller requires you to leave AppleWorks to check your document. That limitation makes it impractical to use the program to check short documents; it is more efficient to collect a series of documents and check them during one spelling checking session.

[Dr. Bert Greene is a Professor in the Department of Teacher Education at Eastern Michigan University. He uses AppleWorks to prepare course materials and articles for professional journals.]

PUBLIC DOMAIN UPDATE

John Denzer and Marilyn Matchette are hard at work selecting, organizing and documenting files for NAUG's public domain disks. It will be at least two more months before the disks are ready for dissemination. We will announce in the **Forum** when the disks and catalog are ready.

WORD PROCESSOR TIPS

HOW TO PREPARE OUTLINES

by Cathleen Merritt, Editor

Last month's "Word Processor Tip" described how to change the Left Margin and Indent settings [both are changed through the Options (Apple-O) Menu] to get indented paragraphs. This month I will extend that concept to a particular application; i.e., preparing outlines.

This is not to suggest that the AppleWorks word processor module is optimized to prepare outlines; dedicated products such as ThinkWorks and ThinkTank are better suited for that application. For example, ThinkWorks and ThinkTank let you "hide" sections of the outline that are distracting while you work. They are also designed so subsidiary ideas automatically follow movements of related important ideas. But many of us do not have an outlining program, don't want to learn a new program, or simply want to use AppleWorks to prepare the outline.

Sample Outline

Typing outlines is a simple process; here is a sample showing the necessary AppleWorks commands:

-----Indent: 4 chars

-----Left Margin: 1.0 inches

I. Introductory Remarks

-----Left Margin: 1.4 inches

A. Welcome the Governor and Mayor to the meeting.

B. Start with the line "There must be a pony here somewhere". Then tell the story of the optimist and the pessimist.

-----Left Margin: 1.8 inches

1. Make the point that some people look at every situation positively and others look negatively at the same situation.

2. Similar to the problem with the glass being half empty or half full.

-----Left Margin: 2.2 inches

a. Are you an optimist or a pessimist?

b. Is the glass half full or half empty?

-----Left Margin: 1.0 inches

II. Corporate growth in a decreasing market

To type this outline I set the indent command to four characters (last month's article described the function of that command) and I changed the Left Margin settings to adjust for the different levels in the outline. I generally use left margin settings of 1.0, 1.4, 1.8 and 2.2 inches for the succeeding levels in an outline.

There are no secrets and fancy techniques necessary to using the AppleWorks word processing module to prepare outlines. A little experience will help you find the settings that work best with your own printer.

DATA BASE TIPS

SOME COMMENTS ABOUT REPORTWORKS

by Cathleen Merritt, Editor

If you find the report generating capability of the AppleWorks data base module too limited for your application, you might try ReportWorks from MegaHaus Corporation. ReportWorks lets you develop multipage reports including title pages, page headers and page footers. It lets you use data in your data base to fill out pre-printed forms such as invoices or personnel forms. ReportWorks also adds significant mathematical calculation capability to the data base reporting process. It allows you to print counts, sums, and averages in addition to allowing mathematical operations on date fields (for example, you can print a report that includes only records more than 90 days old).

The program lets you treat AppleWorks data base files as if they were relational; that is, ReportWorks can abstract information from different categories in two or more data base files. For example, you can keep a list of books in one file and a list of publishers' names and addresses in another file. If you code the publishers' names in the "books" file, you can print a report that has both the author and title of the book (from the "books" file) and the publishers' names and addresses (from the "publisher" file). This feature adds significant power to the AppleWorks data base system. It can save lots of file space (you only enter the publishers' names and addresses once), and makes it easier to maintain data integrity (if a publisher's address changes, you only have to change one record in the "publisher" file instead of changing every record in the "books" file.)

My early experience with the program suggests that it is powerful, works well, but is not easy to learn; you'll need the documentation and some time to learn the program.

ReportWorks is a report generator, not a data base manager. Although ReportWorks has excellent sorting and selecting capability, you must create and maintain your data base file within AppleWorks.

To use ReportWorks, save your AppleWorks files, quit the program and boot up ReportWorks. You can then define a report format or use a format you defined earlier and print the data base report. After printing the report, you must reboot AppleWorks if you want to edit your data or use any of the other AppleWorks modules. For those of us using memory expansion cards, and particularly for memory expansion card users who load Pinpoint applications or the Sensible Speller dictionary into a RAM disk, the task of rebooting AppleWorks is lengthy and tedious.

Members considering purchasing ReportWorks might want to look at the review of the program by Cynthia Field in the

July 28, 1986 edition of InfoWorld. Ms. Field gives ReportWorks a rating of 6.2 ("Satisfactory: Meets essential criteria") on a scale that runs from 1 ("Unacceptable") to 10 ("Excellent: Tops in its class").

If members using ReportWorks will submit descriptions of their uses and / or their reactions to the product, we will publish those comments in future issues of the *Forum*.

PRODUCING RETURN ADDRESS LABELS USING APPLEWORKS

by James Rawlinson

Most of us probably know how to use the AppleWorks data base module to produce name and address labels for records kept in a file. But do you know how to produce a couple of hundred return address labels; labels that contain your own name and address? Here's a simple technique to produce these labels. I'll assume you know how to use the "label report format" in the data base program.

1. Create a new data base that has only three categories. I call them Line1, Line2 and Line3. (I don't call them Name, Address, City, etc. because I use this format to produce a variety of different labels...not only return address labels.)
2. Enter your name and address into the three fields on the first record.
3. Switch to multiple record layout. Use the copy command to make up to 99 copies of your record. (If you need more than 100 labels, just use the copy command again.)
4. Set up a labels report format (use the Apple-P command and select "Create a label format report" from the Report Menu). Use all the techniques you need to format the labels properly (that includes adding enough blank lines so the labels print properly and using the Apple-O command to set the left margin at about 1/2 inch; otherwise the printing is usually too close to the left-hand edge of the label). Then print the labels. All the labels will contain your name and address.

This technique produces as many labels as I need. I also use the technique to produce any repetitive things I want to print on labels. For example, you can produce "Hello, my name is:" stickers to use at an office party (remember to set the characters per inch to 4 so you get large print).

Another suggestion: Remember to buy "one-up" labels. That's the technical way to say you want only one column of labels across on the page. AppleWorks does not allow you to print multiple columns of labels.

[Ed: A future issue of the NAUG Forum will have an article on how to get the most out of the powerful "labels" format in the AppleWorks data base. Has anyone figured out a way to print on two and three-across labels without moving everything over to the word processing module?]

[Jim Rawlinson is a photographer from Plymouth, Michigan who uses AppleWorks extensively to help manage his business.]

COMBINING DATA BASES WITH DIFFERING CATEGORIES

By Hal Heidtman

Ever try to combine two data base files using the clipboard and end up with Aunt Susie's phone number in the column for zip codes? This problem is usually the result of having different categories in the two data base files. This article describes how to solve that problem. It is the result of my need to combine two data base files with dissimilar categories into one large file.

To help keep track of the files as you read through this example, I will refer to FILE.A (a small file), FILE.B (a larger file), and FILE.C (a new temporary file).

Follow these steps to get started:

1. Use the Apple-H command to print a copy of the category sequence in each file. To do this, load FILE.A, press Apple-N to put the categories on the screen, then press Apple-H to print a copy of that screen. ESC will get you back to the MAIN MENU. Repeat these steps for FILE.B.
2. Load FILE.A and FILE.B onto the desktop. Put the file with fewer categories onto the screen.
3. Use the Apple-N command to add enough categories to make FILE.A and FILE.B equal in number of categories. To do this, select Apple-N, then press the <RETURN> key until you are at the place where you want to insert the new category. Press Apple-I to insert the category and then give it a name. If you had previously set up Report Formats, Label Formats, or special Layout Formats, AppleWorks will ask you if you really want to do this, because you will lose all special formats and custom layouts. Answer "Yes" and proceed to add the required number of categories to make the two files equal. When you are done, press <ESC> to leave the Name Change / Category mode.
4. If the sequence of categories in each file is now identical, you can now copy the records from FILE.A to the clipboard, use the Apple-Q command to switch to FILE.B, and use the Apple-C ("Copy" command) to transfer the records from FILE.A into FILE.B.

If the Categories are in Different Sequences:

Most often, however, you will find that the sequence of categories is different for the two files. You will have to prepare a DIF file containing the data from FILE.A to be transferred into FILE.B. Here is how:

1. With FILE.A on the screen, invoke the Apple-P (Print) command and set up a "Tables" Report Format for FILE.A that matches the order of the categories in FILE.B.
2. Now you will "print" that report to a DIF file on your disk. Press Apple-P which will take you to the Print Menu. Select #5, "A DIF (TM) file on disk". The next screen asks for a pathname. The pathname is made up of a slash followed by the disk or volume name, another slash and a

filename. In this example the disk volume name is DATA and I will call the DIF file FILE.A.DIF. (I add the .DIF to the end of the filename to remind me that the file is a DIF file.) After you type in the Pathname and press <RETURN> the drive light will come on and the drive will whirl as it writes the DIF file to the disk.

3. Go back to the Main Menu and select #1 "Add files to the Desktop". Then select #4 to create a new Database file. Create this new file "From a DIF (TM) file" (choose #4 and press <RETURN>). Again you will have to supply the complete pathname of the DIF file (/DATA/FILE.A.DIF in our example). When the file is loaded, AppleWorks will prompt you to name the new database file. Give it a name (FILE.C in our example) and press <RETURN>. This is a temporary file containing the data from FILE.A with the categories in the order that corresponds to FILE.B.

4. Now we will use the clipboard to copy the records from FILE.C to FILE.B. Get FILE.C on the screen. Press Apple-C, choose "To the clipboard", and highlight all the records. (This can be done quickly by pressing Apple-9 to go to the bottom of the file.) Unless you have an AppleWorks program expanded to accommodate a RamWorks or CheckMate Technologies card, you are limited to transferring 250 records at a time through the clipboard. In that case, you can transfer your records in segments of 250 records.

Use the Apple-Q command to get FILE.B on the screen and use the Apple-C command to copy the records from the clipboard into FILE.B.

That's it. You have now taken two files with different categories and combined the data from both files into a single, larger file.

[Hal Heidtman is an Associate Principal in Whitehouse, Ohio. He conducts seminars on ApplwWorks, writes for the Forum and is a member of NAUG's Editorial Review Board.]

SPECIAL OFFER FOR NAUG MEMBERS

If you want to expand the memory in your Apple, now might be the time to make your move. Roger Coats, a member of the NAUG Editorial Board, is offering NAUG members a 10% discount on most of his Apple-compatible products and a 15% discount on Legend memory cards.

The 10% discount applies to the complete line of Checkmate Technology memory boards, the Prairie Power Pack, the ProClock and ProModem. The discount does not apply to the C-Vue LCD flat panel screen, the new backlight unit for that screen, nor to Apple Computer products.

Identify yourself as a NAUG member and be prepared to provide your NAUG membership number when you call Roger at 1-800-GET-CVUE. In California or outside the USA, call (619) 274-1253. Roger is an AppleWorks expert and provides his customers with on-line consulting support using the (619) 274-1253 phone.

FROM THE NAUG LIBRARIAN

by John Denzer

The **NAUG** public domain library continues to grow with the expanded submission of templates from our members and acquisition of templates from other groups around the country. I am pleased to say that Marilyn Matchette, a fellow teacher in the Hartland (MI) schools and a graduate student in the Educational Technology program at Eastern Michigan University, has volunteered to help **NAUG** organize and maintain our public domain disk library. We are presently reviewing approximately 40 double sided disks of templates, abstracting those that might be of interest to members and meet our standards of functionality, and writing brief documentation for the files in the **NAUG** library.

One of the exciting things about being the **NAUG** librarian is the people I meet through the mail or on the phone. One **NAUG** member of interest to the educators among us is James Carlisle from Cobleskill, New York. Jim has contributed a large number of AppleWorks templates to the public domain and shares his templates and articles with **NAUG**. Jim is the founder of the TIE (Teacher's Idea and Information Exchange).

The AppleWorks Users Group (TAWUG) is another group that might be of interest to **NAUG** members; TAWUG is an excellent source for public domain files and templates. The group disseminates all the public domain templates it receives and now has 34 disks of templates, articles, reviews and letters.

There are two philosophies underlying the selection of files for a public domain library. One philosophy is to disseminate all files submitted to the library. This results in developing an extensive collection of templates, articles and letters. That approach offers the user the widest selection of files. TAWUG adheres to this philosophy and publishes most of the files it receives.

The **NAUG** library is designed around an alternative philosophy. We publish a much smaller number of offerings submitted by our members and gleaned from other sources. However, **NAUG** maintains a policy of testing all templates and only publishing those that appear useful to our members. So Marilyn Matchette and I are going through the TAWUG disks and are selecting the files that meet our standards for quality. In addition, we are categorizing the templates into different application categories so the files are organized in some meaningful order. We are also writing brief documentation for each file to help **NAUG** members use those files.

Contact TAWUG in Denver if you want their complete collection of templates and articles.

By the way, we are anxious to swap AppleWorks public domain disks with users groups and individuals who have templates we can add to our library. Contact me in writing through the **NAUG** office to arrange a swap.

A reminder: **NAUG** believes that authors should receive credit for their hard work; it is our policy to identify the authors of the files we disseminate. Tell us if you don't want to be named as the author of an original template.

BULLETIN BOARD NEWS

DOWNLOADING FILES USING XMODEM PROTOCOL

by Richard Lewandowski
NAUG BBS Sysop
NAUG BBS Phone (313) 482-8090
(300 or 1200 baud)

A review of the usage of the **NAUG** Bulletin Board System (BBS) suggests that about 10% of our members are utilizing the Board. This indicates a larger modem ownership than other averages I have seen. My intention this month is to encourage you to use the Board by providing you with information to help you download files.

As you know, there are two major sections of the board. A "message" section through which you can communicate with other AppleWorks users and a "library" section that contains templates, documentation and other files. If you want to add files to the library you will be "uploading" to our bulletin board. If you want to make your own copy of files already on the board, you will be "downloading" these files to your Apple.

AppleWorks files continue to be added to the download sections of the board. These files are of two types: (1) text files (such as word processing and data base text files) that can be downloaded without problems, and (2) spreadsheet files. A word processor file printed as an ASCII file to disk has no formatting commands embedded in it and the loss of a character in transmission is usually of no consequence. The same is usually true about text files generated from the AppleWorks data base. However, spreadsheet templates must be 100% accurate to be of any value.

While word processor and data base text transfer can take place with simple, direct exchange between computers over telephone lines, protocol transfers (such as XMODEM) are available on the BBS to prevent the unwanted loss of critical information. Simply stated, the XMODEM protocol is an error checking device; you should use that protocol when downloading spreadsheet files.

How to Use the XMODEM Protocol on the NAUG Board

The **NAUG** Board supports three related XMODEM protocol choices: DOS, ProDOS, and standard. The first two work with

a popular communications program called ASCII Express Pro. If you have the DOS version of ASCII Express, select the DOS version of XMODEM from the options available on the board; if you have the ProDOS version of ASCII Express, select the ProDOS option. If you have any other telecommunications program that supports XMODEM transfer (such as Access II or Pinpoint), select the "standard" version from the BBS menu.

After you choose how the file will be downloaded, you will be given the message: "Sending 'filename', # blocks" (where "#" stands for some number), which will confirm the name of the file and the approximate number of 128-byte blocks being transferred. When the Board is ready to send you the file, you will get the message "Press <CR> to begin". After you press RETURN, give your software the commands necessary to tell it to receive the file.

For those of you new to downloading files, I suggest you try to work with a friend. Start by downloading the ASCII version of the data base that contains the listing of our AppleWorks file library. Look over the contents and glean some items you would like to use from the library of files. Then when you want to perform some electronic wizardry, go to the Xchange area of the board and make those templates yours!

[This column has been around. It was written on a Model 100, transferred to The Electronic Forum and NAUG BBS, and then uploaded to members of the Editorial Review Board through the Confer service at the University of Michigan. The editors "picked it up" there, loaded it into AppleWorks as an ASCII file and took it through more transformations. If you telecommunicate, you're part of a modern miracle!]

SEMINARS

NAUG sponsors half-day AppleWorks seminars in various locations throughout the country. These seminars, entitled "AppleWorks: Beyond the Basics" are presented by Warren Williams of Eastern Michigan University and Hal Heidtman of the Whitehouse (OH) public schools. The seminars are intended for AppleWorks users who want to resolve AppleWorks problems and learn new techniques to help them use the flexibility inherent in the program.

Both Dr. Williams and Mr. Heidtman are frequent contributors to the **NAUG Forum** and teach intermediate and advanced courses on AppleWorks. They have conducted AppleWorks seminars throughout the country.

Future seminars

Nov. 22	Cleveland, OH	Feb. 7	Kalamazoo, MI
Dec. 6	Lansing, MI	Feb. 14	Chicago, IL
Jan. 17	Columbus, OH	Feb. 15	Chicago, IL
Jan. 23-25	Bellaire, MI	Feb. 21	Indianapolis, IN
(Hilton Shanty Creek Ski Resort)		Feb. 28	St. Louis, MO
Jan. 31	Cincinnati, OH	Mar. 7	Denver, CO

Write NAUG for more information.

NEXT MONTH'S Forum

- Δ How to modify AppleWorks to print entire documents in boldface.
 - Δ MacroWorks and AutoWorks.
 - Δ How to use a memory expansion card to speed up spelling checkers.
 - Δ Novice Notes: Getting pages to begin and end where you want.
 - Δ Review of the original and the new Pinpoint spelling checking programs.
 - Δ Fitting more files on your disks.
 - Δ Using the clipboard to reduce keystrokes.
 - Δ Solutions to more printer interface card problems.
- ...and lots more!

ADVERTISING IN THE NAUG Forum

Classified advertising for NAUG members

NAUG members are welcome to place classified advertisements in the **Forum**. Classified advertisements are offered as a service to NAUG members; they are not available for commercial ventures. Advertisements must meet the following criteria:

1. Only individuals qualify for classified advertising.
2. The individual's name, home addresses and telephone number must be included in the advertisement; no postal box numbers or business telephones.
3. No commercial advertising is permitted in the classified section.

Rates: \$25 per advertisement per month. Advertisements can be up to 40 words in addition to name, address and telephone number.

Commercial advertising

The **NAUG Forum** is a service to NAUG members. Commercial advertisements are accepted only on a space-available basis and will not be allowed to supplant editorial space. Advertising rates, effective 8/1/86 are:

Full page:	7.5" x 9.75"	\$500.00
Half page:	3.25" x 9.75"	\$275.00
	7.5" x 4"	\$250.00
Quarter page:	3.25" x 4"	\$125.00
Eighth page:	3.25" x 4"	\$ 75.00

NAUG does not have an advertising department and is not equipped to do art work or layout for advertisements. Space is reserved upon receipt of payment in full and must be received in the NAUG office at least two months prior to the cover date on the newsletter. Art work must be received in the NAUG office no later than 45 days prior to the cover date on the newsletter. Confirmation of space availability will be sent to advertisers upon receipt of payment.

Vendors offering discounts to NAUG members of 10% or more may qualify for a brief description of their offer in the **Forum**. Submit your discount offer to NAUG in writing for consideration.

Forum

NAUG:

*The National AppleWorks Users Group
Box 87453, Canton, Michigan 48187 U.S.A.*

TIME VALUE MATERIAL

NAUG MEMBERSHIP

Name: _____

Member N^o (if renewing): _____

Address: _____

City: _____ State: _____

Zip or mail code: _____ Country: _____

Home Phone: _____

Work Phone: _____

Computer type: _____

Modem type: _____

Printer type: _____

Peripherals: _____

Computing interests: _____

NAUG shares members' addresses with other users groups & selected vendors. If you do NOT want to receive mail from these agencies, please check here: ☐

Check all which apply:

- ___ Membership: \$24
- ___ 1st Class (to U.S. & Canada): \$10*
- ___ Surface Mail (outside U.S. & Canada): \$10*
- ___ Air Mail (outside U.S. & Canada): \$25*

** In addition to NAUG membership*

**Send this completed application AND
your payment. Total Enclosed: \$ _____**

MEMBER INFORMATION

The **National AppleWorks Users Group (NAUG)** is an association that supports AppleWorks users. The group provides assistance to members and information about the AppleWorks program and applications of the program. Our primary means of communication with members is through the monthly newsletter entitled the **NAUG Forum**.

COSTS & FEES

All fees are payable only in U.S. dollars.
Payment must accompany your order:

NAUG Membership--one year--includes	
bulk rate mailing of newsletter to addresses in the U.S. and Canada	\$24
First class mailing of newsletter to U.S. and Canadian addresses	\$10*
Surface mailing of newsletter outside of U.S. and Canada - delivery not guaranteed	\$10*
Airmail delivery of newsletter outside of U.S. and Canada	\$25*
Public Domain Disk Catalog (when available)	\$7
Public Domain Disks (includes postage in U.S. and Canada):	
First disk	\$6
Additional disks	\$4
Airmail postage outside U.S. and Canada (per disk)	\$2

** In addition to NAUG membership*